



## City of Austin - JOB DESCRIPTION



### APD Data Resource Representative

<b>FLSA:</b>	Standard/Non-Exempt	<b>EEO Category:</b>	(50) Para-Prof
<b>Class Code:</b>	10604	<b>Salary Grade:</b>	BE3
<b>Approved:</b>		<b>Last Revised:</b>	July 09, 2012

#### Purpose:

Perform advanced records management work under minimal supervision with extensive latitude for the use of initiative and independent judgment for the Austin Police Department.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Ensures compliance with local government codes and the provisions of the Local Government Records Act of 1989.
2. Coordinates the disposition of Department records.
3. Drafts record control schedules for City records; develop and implement classification, filing and document management systems.
4. Provides administrative and technical assistance to the department for purposes of standard and effective record keeping operation
5. Develops and implements record keeping, indexing, archival, retention, disposal, and classification systems for City records. Interprets, advises, and provides technical guidance on records management, state and federal resource-related statutes, policies, procedures and standards to management and staff.
6. Collects, compiles, evaluates and analyzes the effectiveness of record-keeping operations and assist with establishing procedures.
7. Communicates department objectives, tasks, and decisions to personnel.
8. Assists with preparing reports of research findings.
9. Assists with planning, developing, coordinating, and administering research projects.
10. Assists with formulating research objectives, programs, and priorities.
11. Develops, presents and schedules training programs to appropriate personnel

#### Responsibilities - Supervisor and/or Leadership Exercised:

None

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of records management processes.
- Knowledge of accepted business practices and procedures; of applicable rules, regulations, and policies; and of related city or legislative and legal practices and procedures.
- Knowledge of Federal, State and Local laws.
- Knowledge of city practice, policy and procedures.
- Skill in oral and written communication.
- Skill in using computers and related software applications.
- Skill in handling multiple tasks and prioritizing.
- Skill in handling conflict and uncertain situations.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to train others.
- Ability to establish good working relationships with city employees and the public.
- Ability to handle high level administrative issues, to analyze and solve work related problems.

#### Minimum Qualifications:

- Graduation from an accredited four (4) year college or university with major course work in a related field plus three (3) years of experience in a related field.
- Education or Experience may be substituted up to a maximum of four (4) years.

#### Licenses and Certifications Required:

- May require a valid Texas Driver's License

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

---